

SPECIAL EDUCATION DISCIPLINE DATA COLLECTION 2014-2015
ADMINISTRATIVE UNIT REFERENCE

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Monday, September 1, 2014	Discipline Incident and Discipline Action files may be submitted to the Data Pipeline	
Monday, April 27, 2015		2014-2015 Special Education Discipline Data Collection Snapshot Available
Thursday, May 14, 2015	<p>Date by which the following interchange files must be SUBMITTED BY DISTRICTS with discipline events during the current reporting period for students with disabilities:</p> <ul style="list-style-type: none"> • DISCIPLINE INCIDENT • DISCIPLINE ACTION • STUDENT DEMOGRAPHICS • STUDENT SCHOOL ASSOCIATION <ul style="list-style-type: none"> • Data must be from current reporting period • Number of student records must represent 10% of the Special Education Discipline Data submitted. 	<p>Date by which the following interchange file must be submitted by THE ADMINISTRATIVE UNIT</p> <ul style="list-style-type: none"> • SPECIAL EDUCATION IEP PARTICIPATION
Thursday, June 4, 2015	<p>NOTE: Once the Administrative Unit respondent has created the Special Education Discipline Snapshot you will have access in COGNOS under Discipline to see snapshot validation errors relative to your district.</p> <p>IT IS THE DISTRICTS RESPONSIBILITY TO MAKE CORRECTIONS OF THE DATA IN ACCORDANCE WITH THE TIMELINE.</p>	Date by which you must generate your first Special Education Discipline Snapshot in Data Pipeline.
Thursday, June 25, 2015	Date by which 90% of your total record count must be passed Discipline Incident and Action Interchange validations.	

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Thursday, August 6, 2015	IT IS THE DISTRICTS RESPONSIBILITY TO MAKE CORRECTIONS OF THE DATA IN ACCORDANCE WITH THE TIMELINE.	<p>Date by which 90% of your total records must be passed Special Education Discipline Snapshot validations.</p> <ul style="list-style-type: none"> • 90% of records that will be submitted for the Special Education Discipline Data Collection must meet the criteria to be included in the Snapshot data set and reports. • In order for records to be included in the Special Education Discipline Data Collection Snapshot data set and reports, the data must pass all Snapshot validations. Any records not included in the Snapshot that should be will need to be corrected at the source and resubmitted at the Interchange, then the Snapshot re-generated.
Thursday, August 13, 2015		Date by which All Exceptions requests must be received by CDE to allow sufficient time for processing and to allow you to pass all edits by the deadline.
Tuesday, August 18, 2015	Date by which 100% of your total record must be passed interchange and snapshot validations.	Date by which you must have generated your complete Special Education Discipline Snapshot dataset by passing all interchange and snapshot validations in preparation for report review.
Wednesday, August 19, 2015 – Wednesday, August 26, 2015	DISTRICTS MUST BE AVAILABLE TO MAKE ANY CHANGES IN THE INTERCHANGE	Report review week. This is your opportunity to review your reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data.

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Wednesday, August 26, 2015	DISTRICTS MUST BE AVAILABLE TO MAKE ANY CHANGES IN THE INTERCHANGE	<p>Final report review AND approval. Date by which the Administrative Unit must approve their completed Special Education Discipline Data Collection Snapshot and electrically SUBMIT the data to CDE via the Data Pipeline, verifying that it's valid and reliable by emailing or faxing in the signed Data Summary Report, Indicator 4 Report, and the Year to Year Report along with explanations for A and B flags.</p> <p>Data are considered to be on time only if they are valid and complete. Complete means that all required data fields are completed for all students reported AND that all students who must be reported have been reported.</p> <p>Any changes identified by the Administrative Unit during report review week must be resolved by this date (data corrected, resubmitted and passed all edits).</p>
Wednesday, August 26, 2015		<p>Date by which ALL Final signed reports must be received by CDE via email (preferred) or fax to 303-866-6888 the Data Management System</p> <p>The following signed reports in their entirety are due today:</p> <ul style="list-style-type: none"> • Data Summary Report (all 14 pages) • Indicator 4 Report (signature page) • Year to Year Report along with explanations for A or B Flags (new explanation template)
Wednesday, August 26, 2015	SPECIAL EDUCATION DISCIPLINE COLLECTION CLOSED	